

Greenfields Nursery School and Children's Centre

Job Description

Post: Lunchtime Supervisor (SMSA)
Responsible to: Headteacher
Reporting to: Deputy Headteacher
Grade: 2
Hours: 7 ½ hours a week

Main Purpose of the Post

- To work with the nursery team to provide a high quality lunchtime provision for young children.
 - To ensure the health and safety of children at lunchtimes under the direction of senior staff.
 - To be responsible for promoting and safeguarding the safety and welfare of children within the centre
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Duties and Responsibilities

1. To supervise the children at all times during lunchtime on the centre premises.
 2. Supervise the children washing their hands before mealtime and encourage them to use the toilet.
 3. Set out tables and chairs in an attractive way for the children's lunch.
 4. Assist children with meals, encouraging them to be independent.
 5. Ensure the children are eating in a calm and caring environment where discussion takes place.
 6. Encourage the children to take part in conversation.
 7. Provide a variety of activities and outdoor play for the children including games, stories, songs and rhymes after mealtimes.
 8. In the event of any spillage take necessary action immediately to avoid possible accidents.
 9. To take reasonable precautions while in charge of the children to see that they do nothing that is likely to injure themselves or others.
 10. In the event of any injuries or sickness, make sure they are dealt with according to the centre's policy.
 11. Follow the centre's policy on safeguarding and child protection.
 12. Be aware of confidentiality and respect for individual's with due regard to equal opportunities.
 13. Adhere to the centre health and safety policy including risk assessments.
 14. Adhere to the centre policy on equality, diversity and inclusion.
 15. Adhere to the centre staff code of conduct policy at all times.
 16. Promote the positive and inspiring ethos of the centre.
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Signatures

Headteacher: _____ Date: _____

Post holder: _____ Date: _____

Person Specification Lunchtime Supervisor (SMSA)

This person specification lists the essential requirements needed in order to carry out the above post in the Centre.

Applicants will be short listed solely on them meeting these requirements.

Essential Requirements

1. Have some knowledge and understanding of the needs of children from birth to five years.
 2. Ability to express yourself orally and in writing and to be able to report on the needs of the children to your line manager when required.
 3. Ability to work as part of a team and form good relationships with other colleagues to ensure effective lunchtime supervision.
 4. To be able to form good relationships with the children.
 5. Ability to maintain confidentiality over matters relating to the centre, with children, staff or parents.
 6. To be able to take charge of groups of children setting and maintaining acceptable behavioural standards.
 7. To be able to engage the children in play.
 8. To be able to ensure the health and safety of all pupils at all times and following process for reporting incidents.
 9. Ability to stay calm and be patient and understanding when dealing with the children.
 10. To be able to deal fairly and consistently when dealing with the children.
 11. Good communication skills.
 12. Ability to adhere to and implement the Council's Equal Opportunities Policy.
 13. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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